

## Ryan White Part B Assistant Program Director

### Job Overview:

The position serves as the Assistant Program Director of the Statewide Ryan White Part B Program (RWPB) for the Tennessee Department of Health (TDH). The Assistant Director of the RWPB helps manage the Ryan White Treatment Modernization Act Part B award that comes to the state from the Health Resources and Services Administration (HRSA), HIV/AIDS Bureau for the care and treatment of people living with HIV disease.

This is an executive service position located in Nashville, TN. The Ryan White Part B Program Assistant Program Director ensures that the program operates within federal and state guidelines and must collaborate with other Ryan White grantees (in and outside of Tennessee) to coordinate services for HIV/AIDS clients throughout the state of Tennessee.

### Key Responsibilities:

- Oversee, manage, and direct aspects of Tennessee's Ryan White Part B Program and associated grants, including but not limited to:
  - Quality Management
  - Minority AIDS Initiative, and Corrections Navigation
  - Housing Opportunities for Persons with AIDS.
  - Rebates
  - RWPB Housing Program
- Design and implement operating procedures to assure compliance with state and federal guidelines, and evaluate service delivery and accessibility to assure compliance with state and federal regulations.
- Prepare required HRSA reports for the RWPB program.
- Assist in preparation of grant applications, budgets, reports, site visits, and program plans.
- Evaluate operational and service effectiveness and prioritize actions across assigned program and operational areas throughout Tennessee.
- Integrate system activities with other agencies and service providers to promote continuity and efficiency.
- Provide technical assistance to contractors in interpretation of state and federal rules, and evaluate contractor performance.
- Oversee resource acquisition and utilization.
- Develop and oversee implementation of quality assurance and management activities.
- Oversee updates to community planning groups.
- Supervise, train, and manage a team of five individuals who perform day-to-day program operations.

### Desired Qualifications:

- Advanced degree in public health or related field and/or equivalent experience and training.
- Ability to manage complex programs, multi-million dollar budgets, and contract and procurement activities.
- Ability to interpret and follow state and federal policies, procedures, and regulations.
- Grant writing, administration skills, and experience developing reports, summaries, and monitoring tools.

#### Who we are and how we impact Tennessee:

TDH incorporates our values into the work we do each day to achieve our mission, live our vision, and address our strategic priorities.

#### Mission:

Protect, promote and improve the health and prosperity of people in Tennessee.

#### Vision:

- Healthy People
- Healthy Communities
- Healthy Tennessee

#### Our Values:

- Collaboration
- Excellence
- Integrity
- Compassion
- Respect

#### Strategic Priorities:

##### Prevention:

- Support Local Leadership
- Decrease Youth Obesity
- Decrease Tobacco Use
- Decrease Substance Misuse
- Prevent and Mitigate Adverse Childhood Experiences

##### Access:

- Optimize Internal Clinical Efficiency
- Improve External Primary Care Access
- Leverage Innovation
- Expand Partnerships

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- Experience designing and conducting quality management and assurance activities.
- Maintain excellent professional and interpersonal relationships and have the ability to take on multiple tasks.
- Strong organizational skills and strong oral and written communication skills.
- Ability to work independently and prioritize assignments.
- Knowledge of HIV care and treatment.

Salary will be based on education and experience with a minimum starting rate of \$4,543 per month.

This is an executive service position requiring some travel, a valid driver's license, and the availability to respond to emergencies. A complete resume, including all previous employment, salary history, and education must be submitted by November 11, 2019 to the attention of: Donna Teasley at [Donna.Teasley@tn.gov](mailto:Donna.Teasley@tn.gov) or to her attention at the TN Department of Health, Office of Workforce Solutions and Services, 5th Floor, Andrew Johnson Tower, 710 James Robertson Pkwy, Nashville, TN 37243. Applications can also be faxed to her attention at (615) 741-3840. If you have questions, they should be directed to the email address above.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*